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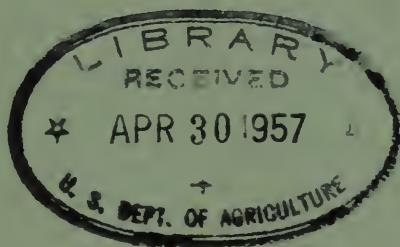
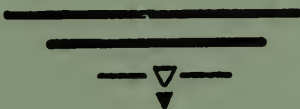
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En8

RECORDS MANAGEMENT

BASIC FILE MANUAL



UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL RESEARCH ADMINISTRATION

2 U.S. BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

UNITED STATES
DEPARTMENT OF AGRICULTURE
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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Entomology and Plant Quarantine
Washington 25, D.C.

November 16, 1951

The filing system and procedures described in the attached sheets will be placed in effect throughout the Bureau both in Washington and in the field, effective January 1, 1952, or as quickly thereafter as possible. The index referred to in the Manual will be furnished later.

It may be necessary to revise or amend the Manual to meet the needs of changing programs and functions; however, such changes shall not be accomplished without first obtaining approval of the Bureau Records Office.

Attachments

R. A. Shively
Acting Chief of Bureau

FOREWORD

This Bureau has established a records management program to control the creation, maintenance, utilization, preservation and disposition of all records of the Bureau, both in Washington and in the field. Responsibility for such program has been vested in the Records Management Section of Administrative Services Division. As an initial step in carrying out this responsibility, there has been prepared a Basic File Manual for use throughout the Bureau. This Manual consists of: (1) procedures and instructions that will establish uniformity in processing, filing and servicing the official records of the Bureau; (2) a listing of alphabetically arranged subjects with their related subdivisions; and (3) an index of all titles shown in the subject list, and other appropriate references.

The primary objectives of this manual are to establish a basic filing plan and to establish standards that will insure maximum usability of all official records of the Bureau. In addition, there is the responsibility of establishing procedures and standards that will provide for the orderly disposal or retirement of records. The two problems are inseparable and, if efficiency of operations is to be attained, disposition must be considered at the time of record creation and at the time of initial filing. Some, if not total, segregation can be accomplished at this time on the basis of record value.

Subjects included in this Basic Manual specifically pertain to technical or scientific phases of programs currently being carried out by operating segments of the Bureau. Other subjects are included that specifically pertain to business operations or "housekeeping activities." Records filed under the latter subjects are generally of temporary administrative value and authority will be obtained from the National Archives and The Congress for their disposal when this value is exhausted. Conversely, correspondence, reports and other documents pertaining to the technical or scientific phases of research, regulatory and control programs possess considerable value and selected groups must be preserved in accordance with this value.

Therefore, record material must be segregated at the time of filing and primarily classified according to its housekeeping or technical aspects. Specifically, consider a problem that might arise at the Gulfport Headquarters Office, which office is responsible for the direction of the White-Fringed Beetle control project. Correspondence or other papers dealing with the recruitment of personnel for this project must be filed under the housekeeping subject PERSONNEL and not under the subject WHITE-FRINGED BEETLE. This subject and its subdivisions are reserved for filing papers pertaining to the technical phases of the program.

One exception to this principal should be noted. Records should be preserved that contain adequate and authentic evidence of an agency's organization, functions, policies, decisions, procedures and other similar operating activities. Broadly speaking this type material is looked upon as housekeeping records. However, this material having archival value generally will be collected and created in the Office of the Chief of Bureau. Similar records are created and received in Regional Offices by the Directors and their staffs. This type of housekeeping records at these locations shall be looked upon as having considerable value and their disposition will be in accordance with this value.

The Classification System

The Subject-Numeric System of classifying and filing has been adopted by the Bureau for filing all of its record material. The system was developed and is generally being used throughout the Department of Agriculture, as well as by a number of other Federal Agencies. It is an adaptation of both the simple subject and the numerical coding systems. The method retains the simplicity of alphabetical arrangement of subject matter titles, brings together related subjects still using the basic principle of alphabetic sequence, and provides in its file designations, a compromise between long, understandable titles, and short numerical designations. As indicated by its name, in the Subject-Numeric System the main designations (primary subjects) are actual identifying words used as subject matter titles, and the subdivisions (secondary and tertiary subjects) of these main subjects are assigned numerals.

Specifically, primary subjects are always indicated by title or abbreviation of title. Secondary and tertiary subjects are indicated by title in the subject list, but for ease in classification they are also identified by numerals. Secondary and tertiary numerals are separated by a dash. For example, the primary subject RECORDS MANAGEMENT, is subdivided into several secondaries, one of which is entitled Disposition. The secondary is further identified by the numeral two (2). A tertiary division of this secondary subject is Disposal which is further identified by the numeral one (1) preceded by a dash (-)

RECORDS MANAGEMENT

- | | |
|-----|--|
| 1 | Certified Copies |
| 2 | Disposition |
| 2-1 | Disposal (Destruction, Sale, or Transfer to
Non-Federal Organization) |

A document, therefore, concerning the disposal of records by any of the several methods prescribed in the regulations would be classified RECORDS MANAGEMENT 2-1 and placed in a folder of identical designation. The use of this system will be further clarified in subsequent paragraphs.

Centralized or Decentralized Records

When the records of an organizational unit are maintained in a single area, they are known as centralized files. Ideally this plan precludes the maintenance of records in any other area of the unit. In addition, this system includes positive control of all record material and the highest degree of security. Conversely, material is furthest removed from the point of utilization.

Records maintained in several areas of an organizational unit are known as decentralized files. This is the most common method of records keeping, although the degree of decentralization varies considerably. This plan requires close central control of certain records keeping functions, such as the classification system used, and periodic disposal and retirement activities. Careful training of personnel is essential if any degree of uniformity is to be maintained. Periodic inspection of decentralized files is a necessity; otherwise experience shows that such records lose their identity with respect to the filing scheme in use and are difficult, if not impossible, to process for ultimate disposition.

Records most commonly decentralized are those reflecting the house-keeping functions of an organization - business operation or routine administration. Most of these records lend themselves to relatively simple file arrangement and most of them ultimately are classified as useless documents.

Technical and program records are less frequently decentralized. They involve more or less complex filing and are ultimately considered as possessing considerable value. Regardless of the degree of decentralization this valuable material must not be complicated by the inclusion of quasi-administrative material in the files.

Top level administrative, program, and planning records are not recommended for decentralization. In the Bureau these records are represented by those created and received by the Chief and his staff, and by the Regional Directors and their staffs.

There has been established in the Washington Office, a records unit to maintain the official records of the Chief of Bureau and his staff to be known as Entomology and Plant Quarantine General Records Unit. Each Division or operating office will be responsible for maintaining its own records. They may be physically located at the Division or Section Level; maximum utilization and security should be the determining factors.

Regional offices shall follow a similar pattern in keeping their own separate files.

The responsibility for filing and maintaining record material should rest with one person in each organizational unit where the records are located. That person should see that papers are kept current and filed; that they are maintained in an orderly manner; prevent the unauthorized use of the records; and see that material removed from the files is properly charged out and subsequently returned.

Equipment

The scientific use of office equipment and supplies applicable to records units or sections will assist in rendering better service. Recommendations included in this section apply only when it is necessary to purchase new equipment; stocks now on hand should be used until depleted.

File Cabinets: Five drawer metal file cabinets are recommended as most economical from a space angle. Each drawer should be equipped with guide rods to hold the guides in place and a metal stop to keep the material upright. The outside of the file cabinet should be properly labeled as to the exact contents of each drawer.

Guides: Use letter size, metal angular tab, 1/3 cut. pressboard guides with standard guide inserts. Two positions may be used in the following manner; second position guides should be used for primary subjects; and third position guides may be used for secondary subjects. Care should be exercised in the placement of guides; too many will tend to hinder rather than help in the placement of material in folders. Folders marked with the primary subjects are guides in themselves.

Folders: Use letter size, straight cut, plain tab non-reinforced, heavy weight (9 1/2 point) kraft folders. Prepare folders only for those subjects in the file manual that you anticipate will be needed.

1. Preparing folders for the Subject File: Type the primary subject category on the folder by beginning three type-writer spaces from the left margin. If folders are prepared for subdivisions of these primary subjects add the appropriate numerical suffix.
2. Preparing folders for the Alphabetical Name Index. Use the same type of folders as in the Subject file. One folder should be prepared for each letter of the alphabet and/or name of subdivision desired.

Rubber Stamps: In the larger file units or sections it will be of help to prepare rubber stamps for each primary subject. This method is faster and more legible than handwriting. Numerical suffixes are added, as needed.

Preparation of Subject Lists

The Subject List included in this Basic File Manual was prepared for maximum utilization in the Chief's Office, the Washington Business Offices and the Regional Offices. This list is sufficiently inclusive to meet the needs of these offices as it pertains to all business matters. Subjects relating to programs or projects that are the responsibility of designated Regional Offices are not developed to a degree that will satisfy their needs. A similar condition exists in Research and other Divisions that have headquarters in Washington. It will, therefore, be necessary for Regional Offices to prepare Subject Lists specific to their needs and, in so doing, will concurrently consider the requirements of projects under their control. Similarly, Divisions headquartered in Washington will prepare Subject Lists that meet their local needs as well as field stations under their jurisdiction.

In preparing these Subject Lists, the basic pattern outlined in this manual must be adhered to if some degree of uniformity is to be maintained. Subjects marked with asterisks are applicable, to a degree, in all operating offices and Divisions. Therefore, changes in these subjects will not be permitted except that they may be further subdivided to provide for the necessary detail which may be required by a particular office. In addition, subdivisions that are not applicable need not be included in the Subject List. Case files may be established under any subject, as required.

Subject Lists prepared by Regional Offices and Divisions headquartered in Washington shall be submitted to the Administrative Services Division for approval. Subsequent changes will not be permitted without similar approval.

Types of Files Maintained on Official Records

The official records of the Bureau shall be prepared on yellow paper and shall be classified in accordance with the subjects contained in the File Manual; they shall be filed in the SUBJECT FILE. If individual needs require reference to the SUBJECT FILE, an ALPHABETICAL NAME INDEX, may be maintained. This index, when used, will consist of extra copies of correspondence and other documents prepared on pink paper and appropriate name cross reference forms.

The Subject File: This file shall consist of original incoming correspondence, memoranda, telegrams, reports, documents, etc., yellow copies of outgoing communications, and appropriate subject cross reference forms.

The Subject File is the principal file in any records unit. It is established and maintained for the purpose of systematically collecting and holding available for ready reference, data needed for the transaction of everyday business. In addition, the contents of this file is documentary evidence of how and why the office carried out its day to day activities.

The Subject File is arranged to conform with the File Manual in that the subject designations are placed on the folders just as they appear in the Subject List. The folders, likewise, are placed in the file drawers in this exact manner and sequence. Guides may be used for primary subjects and for secondary subjects; however, use guides only as needed - just sufficient in number to serve as guide posts to aid in placing record material in the folders.

The Subject File shall be maintained for a definite filing period of one calendar year. At the end of this period, the existing Subject File will be closed and new folders prepared. This will facilitate disposal at a later date.

The Alphabetical Name Index. This file is established to provide quick reference to material maintained in the Subject File when such material may be requested by names of people or organizations referred to in correspondence or other record material.

This index consists of pink copies of correspondence and appropriate name cross references, which are filed alphabetically by the name of individuals or organizations to whom correspondence is addressed or whom it concerns.

The Alphabetical Name Index shall be maintained for the same period of time as the Subject File.

The Reader File. This file shall consist of white copies of original outgoing communications. The incoming letter should not be included. The purpose of this file is to keep various staff members currently advised on important developments and decisions which may not otherwise be adequately reported upon. It also should serve as a means for coordinating policy direction and program execution throughout the office.

The use of this file shall be left to the discretion of individual offices. It appears logical that extra white copies of communications should be prepared only on non-routine matters. The decision as to importance of subject matter should be made by the dictators and secretaries will prepare these copies upon their instruction.

This copy shall always be attached to the original signed letter, along with the yellow and pink file copies, when it is sent to the employee responsible for dispatch and other filing operations. This employee assembles the white copies of these communications in the form of a booklet which is routed promptly the following morning to designated members of the staff.

The Reader File should not become a part of the official record of the office. Upon request, the individual pieces may be returned to the preparing office or may be used for other reference purposes. When that purpose is served the extra white copy should be destroyed.

Case Files. A case file is a collection of papers relating to a particular person, place or transaction grouped together in one folder. These special cases or folders are filed alphabetically by name of company, individual, item, etc., in back of the general folder of like subject. Chronological order should be maintained within the case folder; latest date on top. Secure all material in the folder with Acco's or other appropriate fasteners.

Procedure for Filing and Servicing Records

The final test of the efficiency of a records unit is its ability to give service - produce record material upon request. A rapid, successful search contributes to an immediate and lasting good impression upon the group of administrators and operating officials you are required to serve. If a record is properly classified and placed in its proper place in the file, it can be found quickly. This process is a direct result of an intelligent subject analysis of each record and the making of the necessary finding aids.

Steps in preparing material for filing.

1. Determine that all copies are available.
2. Analyze the record and assign subject designation.
 - A. Study the text of the record and select the most outstanding subject and an additional subject if the second subject is of sufficient importance to help locate the record.
 - B. Consult the subject list to determine the designation that covers the subject selected.
 - C. Place this subject in the upper left corner of the Subject File Copy. Add the appropriate numerical suffix, if necessary. If an additional subject is selected, it should be placed just under the principal subject and slightly indented to the right.
 - D. Place the principal subject on the alphabetical name copy in the same position as on the subject copy.
3. Determine name classification for the Alphabetical Name File.
 - A. On the alphabetical file (pink) copy, underscore the name of the individual or organization that is addressed. This underscoring guides in placing this copy in the files.
4. Prepare all cross references. (Prepare cross referece only when you feel that this form will assist in locating material in the Subject File.)

Assembling Record Material

- A. The file clerk should have two trays marked "Subject File" and "Alphabetical File". As material is classified, it should be placed in the appropriate tray.
- B. The subject record is usually of more than one piece. It should be arranged chronologically with the piece of latest date on top. Fasten the papers together with wire staples in the upper corners or, if very bulky, use prongs or other appropriate fasteners. Occasionally, the alphabetical name copy will be composed of several pages. This also should be fastened as described above.

Placing Record Material in Folders

1. The Subject File

- A. Material should be alphabetized before taking to the filing cabinets. This will permit individual records to automatically fall in line with the arrangement of the folder.
- B. Check the subject designation on the material to be certain that it agrees with the designation on the folder. Also check the date on the record being filed with the pieces just before and after to be certain of proper placement. Care in properly placing a record in its folder cannot be overemphasized. Carelessness in filing means lost time in searching with the consequent delay in providing service.
- C. Record material should be placed in the folder with the left side of the piece down and so arranged that the record of latest date will be to the front. If a second folder on the same subject is necessary, the folder of later date should be to the front and both properly dated for ease of reference.

2. The Alphabetical Name File

- A. The same general rules apply to material placed in the alphabetical file; however, the rules for alphabetical filing must be followed.

Charging-Out Records

To insure proper use of record material, to prevent its loss and misplacement and to keep informed at all times of the location of records, it is necessary for the file unit to maintain control of all material withdrawn from the files. This control is accomplished through the use of charge-out Form AD-235. Each time a record is

removed from the Subject File (never charge records from the alphabetical name file), this form should be filled out and put in the file in the place of the material removed.

When a record is returned to files, the record now replaces the charge-out form. Draw cross marks through that part of the form which was used. This prevents errors when used for subsequent charge outs.

Charging Case Files

Individual pieces are never removed from case files. The entire folder should be removed and delivered in filling requests. Fill out Form AD-234 and put in place of the folder removed.

Records Management 2
Forms

← Principal Subject Designation
← Additional subject for which make
cross reference.

August 20, 1951

To: U. R. Wright, Regional Director, Region 10
From: Robert H. Brown, Records Management Officer, EPQ
Subject: Disposition of Records

Reference is made to your letter of July 1, 1951 requesting authority to dispose of correspondence and other records now in your custody. The problem that you have raised is of utmost importance and of great concern to the records group here in Washington. However, the problem is being approached from the angle of first locating and identifying the records of enduring value that the Bureau should undertake to preserve indefinitely. When this is accomplished, it may be assumed that the value of the remainder of the records, though some of them may need to be kept for a number of years, is temporary only.

One complication is evident; records maintained at field stations and lower organizational echelons pertaining to the technical aspects of programs and projects will not generally be looked upon as having enduring value. They do, however, reflect various economic and social effects upon the localities in which the work is being performed and are, therefore, of special interest to Archival students. Selected groups of these records will be segregated and offered to the National Archives for preservation.

This approach will delay the immediate solution of your problem, but we hope that you agree to the logic apparent in this decision.

Incidentally, John Doe, the Bureau Forms Management Officer, is presently working with us to develop inventory forms that will help in carrying out this program.

/s/ Robert H. Brown

RHBROWN:CLK

August 20, 1951

This copy will be filed in the Alphabetical Name File under this name.

To: U. R. Wright, Regional Director, Region 10

From: Robert H. Brown, Records Management Officer, EPQ

Subject: Disposition of Records

Reference is made to your letter of July 1, 1951 requesting authority to dispose of correspondence and other records now in your custody. The problem that you have raised is of utmost importance and of great concern to the records group here in Washington. However, the problem is being approached from the angle of first locating and identifying the records of enduring value that the Bureau should undertake to preserve indefinitely. When this is accomplished, it may be assumed that the value of the remainder of the records, though some of them may need to be kept for a number of years, is temporary only.

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/s/ Robert H. Brown

RHBROWN:CLK

DATE: Aug. 20, 1951

INDEX: Forms <-----

Doe, John

*Subject of secondary importance
under which this form will
be filed in the Subject File*

TO: U. R. Wright, Director, Region 10

FROM: Robert H. Brown, Records Management Officer

SUMMARY: Plans to segregate and identify the valuable records of the Bureau.

FILED: RECORDS MANAGEMENT 2

INDEXER: jen

REMARKS: Add any information here that will further identify the copy
filed in the Subject File.

(Care should be exercised in the making of cross references. The more important records should be carefully indexed; the simpler and less important material need not be indexed except in very rare cases. An excess of cross references is time consuming in their preparation, filing and searching.)

DATE: Aug. 20, 1951

Form

INDEX: Doe, John, Form Management Officer

← Name of the individual
mentioned in the record
under which this form
will be filed in the
Alphabetical Name File

TO: U. R. Wright, Director, Region 10

FROM: Robert H. Brown, Records Management Officer

SUMMARY: Plans to segregate and identify the valuable records of the Bureau.

FILED: RECORDS MANAGEMENT 2

INDEXER: jen

REMARKS: Add any information here that will further identify the copy
filed in the Subject File.UNITED STATES DEPARTMENT OF AGRICULTURE
CORRESPONDENCE REFERENCE FORM

CLASSIFICATION: RECORDS MANAGEMENT 2-1

FILE DATE: 7-1-50

TO: U. R. Wright, Director, Region 10

FROM: Robert H. Brown, Records Management Officer

SUMMARY: Disposal of records of temporary value.

BROUGHT FORWARD TO

CLASSIFICATION: RECORDS MANAGEMENT 2

FILE DATE: 8-20-51

TO: U. R. Wright, Director, Region 10

FROM: Robert H. Brown, Records Management Officer

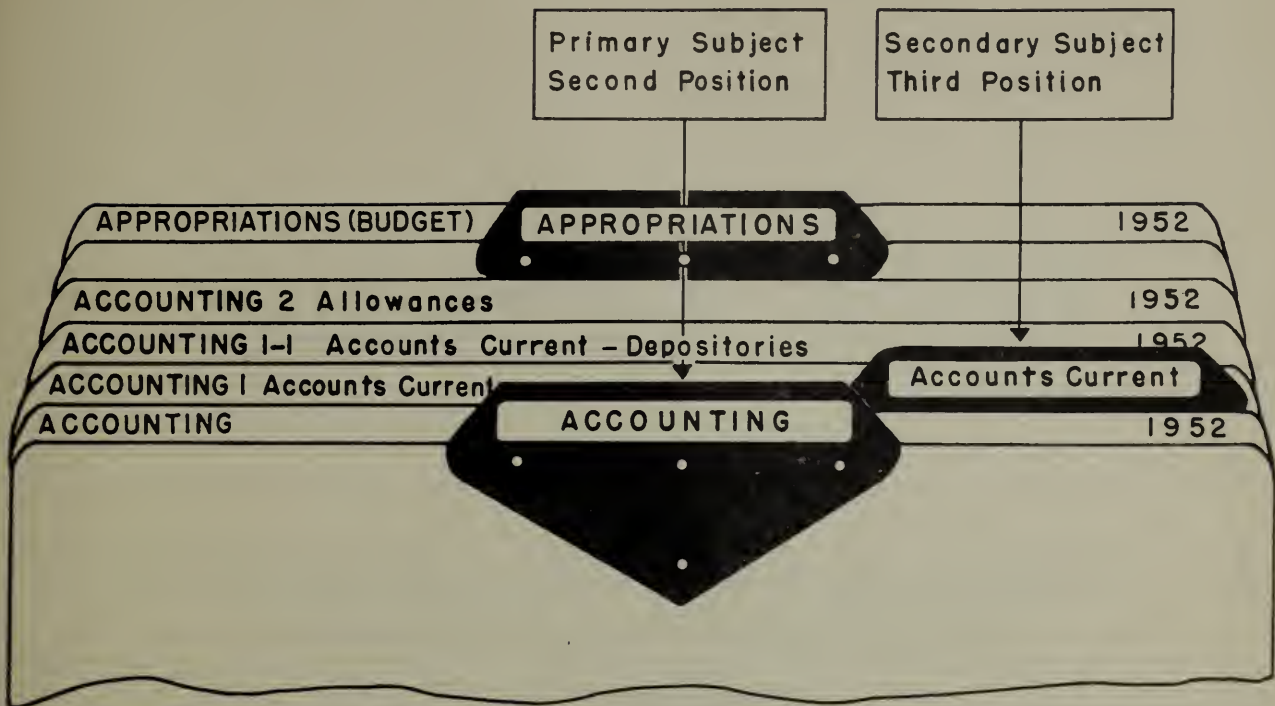
UNITED STATES DEPARTMENT OF AGRICULTURE

CONTINUITY REFERENCE FORM

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<div style="font-size: x-small; margin-bottom: 5px;">AD— 12/46 235</div> <div style="font-weight: bold; font-size: small;">UNITED STATES DEPARTMENT OF AGRICULTURE</div> <div style="font-weight: bold; font-size: large;">CORRESPONDENCE CHARGE-OUT FORM</div>	
<div style="text-align: right; font-size: small;">7. DATE CHARGED OUT</div> <div style="text-align: right; font-size: small;">6. CHARGED TO</div> <div style="text-align: right; font-size: small;">5. SUMMARY</div> <div style="text-align: right; font-size: small;">4. FROM</div> <div style="text-align: right; font-size: small;">3. TO</div> <div style="text-align: right; font-size: small;">2. CLASSIFICATION</div> <div style="text-align: right; font-size: x-small;">(1. DATE OF RECORD)</div>	<div style="text-align: right; font-size: small;">7. DATE CHARGED OUT</div> <div style="text-align: right; font-size: small;">6. CHARGED TO</div> <div style="text-align: right; font-size: small;">5. SUMMARY</div> <div style="text-align: right; font-size: small;">4. FROM</div> <div style="text-align: right; font-size: small;">3. TO</div> <div style="text-align: right; font-size: small;">2. CLASSIFICATION</div> <div style="text-align: right; font-size: x-small;">(1. DATE OF RECORD)</div>

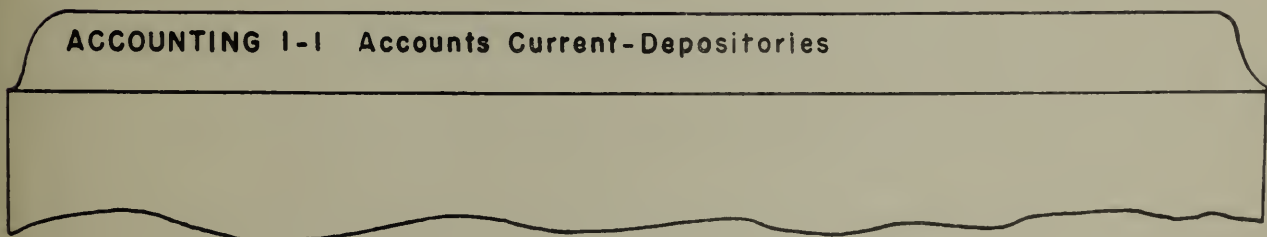
(EXHIBIT A)

How Guide Labels Should Be Written



(EXHIBIT B)

How File Designation Should Appear on the Folder



SUBJECT LIST

○
○
○

* ACCOUNTING

This subject pertains to all fiscal accounting transactions involved in the receipt, disbursement and other handling of appropriated funds.

*ACCOUNTING

- 1 Accounts Current
- 1-1 Depositories
- 2 Allowances
- 2-1 Per Diem
- 2-2 Quarters
- 3 Audit Examinations
- 3-1 Suspensions, Disallowances, GAO Exceptions, Claims and
 Inquiries
- 4 Bonding of Employees
- 5 Certifying Officers and Agent Cashiers
- 6 Claims
- 7 Collections and Receipts
- 7-1 Adjustments
- 7-2 Checks (Except Salary), Money Orders, Currency and Postage
- 7-3 Contributions
- 7-4 Deposits
- 7-5 Fees
- 7-6 Interest
- 7-7 Refunds
- 7-8 Rents
- 7-9 Royalties
- 7-10 Schedules
- 7-11 Summaries

This subject pertains to annual, deficiency and supplemental estimates and appropriations; budget material; material regarding preliminary estimates; Bureau of the Budget and Congressional hearings; preparation of exhibits in support of estimates; copies of appropriation bills and committee reports; and material regarding allotments, apportionments and transfer of funds.

Optional arrangement: Case file by organizational unit, program, fiscal year, as required.

DO NOT use this subject for filing material relating to fiscal accounting transactions involved in the receipt, disbursement and other handling of appropriated funds - see ACCOUNTING.

*APPROPRIATIONS (BUDGET)

- 1 Allotments, Apportionments, Transfers and Encumbrances
- 2 Budget Estimates
- 2-1 Exhibits
- 2-2 Justifications
- 3 Hearings
- 4 Policy
- 5 Reports, Statements and Statistics
- 6 Supplemental

* AUTHORIZATIONS

This subject is for general use only. Do not use for material that can be classified under more specific subjects, such as:

See TRAVEL 3 for travel authorizations

See PERSONNEL 1 for appointment authorities

* AUTHORIZATIONS

BARBERRY ERADICATION

This subject reflects the technical phases of a program for the ERADICATION of barberry for the CONTROL of stem rust in wheat, oats, barley and rye.

BARBERRY ERADICATION

1 Reports

This subject reflects the scientific and practical phases of a RESEARCH PROGRAM relating to beekeeping and insect pollination. The work projects involved in this program are listed with this primary subject. The titles of these work projects shall be used as primary subjects in developing a Subject List in the Division responsible for this function.

BEE CULTURE (Includes Pollination)

1 Reports

Work Projects

Disease and Poisoning
Management

Pollination

Apiary products (Chemical, physical and biochemical properties)

*BUILDINGS AND GROUNDS

This subject pertains to the acquisition, construction, operation and disposal of laboratories, office buildings and other structures and the grounds necessary to maintain such installations. For protection of buildings from vandalism or possible sabotage, see SECURITY 1.

*BUILDINGS AND GROUNDS

- 1 Acquisition (Use Buildings and Grounds 9 for space assignments, acquisition, use, etc.)
 - 1-1 Appraisal
 - 1-2 Deeds, Titles, Mortgages and Recordings
 - 1-3 Easements, Right-of-Way, Permits and Licenses
 - 1-4 Grants, Cessions and Donations
 - 1-5 Leases
 - 1-6 Loans
 - 1-7 Purchase or Condemnation
 - 1-8 Surveys
 - 1-9 Transfer
- 2 Damage and Protection
 - 2-1 Fire
 - 2-2 Guarding
 - 2-3 Passes
- 3 Design and Construction
 - 3-1 Alterations and Additions
 - 3-2 Construction Authorization
 - 3-3 Plans, Drawings and Specifications
 - 3-4 Progress Reports
 - 3-5 Project Proposals and Cost Estimates

BUILDINGS AND GROUNDS (Continued)

- 3-6 Sub-Projects
- 3-7 Work Orders
- 4 Directories, Signs and Bulletin Boards
- 5 Disposition
 - 5-1 Abandonment
 - 5-2 Deeds, Titles and Recordings
 - 5-3 Demolition and Dismantling
 - 5-4 Sale
 - 5-5 Transfer
- 6 Grading, Landscaping and Gardening
- 7 Maintenance and Preservation
 - 7-1 Painting
 - 7-2 Repairing
- 8 Reports and Data
- 9 Space (Acquisition, Assignment, Use and Release) (Office and Storage Space)
 - 9-1 Field
 - 9-2 Parking
 - 9-3 Washington
- 10 Utilities and Services (Except Telephones - see COMMUNICATIONS)
 - 10-1 Cable (Telephone, Telegraph, Power, etc.)
 - 10-2 Garbage and Trash Collection and Disposal
 - 10-3 Heating, Lighting and Power
 - 10-4 Refrigeration and Air Conditioning
 - 10-5 Water and Sewage

CEREAL AND FORAGE INSECTS

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations on the importance, biology and control of insects attacking cereal and forage crops. The work projects involved in this program are listed with this primary subject. The titles of these work projects shall be used as primary subjects in developing a Subject List in the Division responsible for this function.

CEREAL AND FORAGE INSECTS

1 Reports

Work Projects

Corn Earworm
European Cornborer
Grasshopper & Mormon Cricket
Hessian Fly
Legume Crop Insects
Miscellaneous Cereal and Forage Insects
Rhodes Grass Scale
Southwestern Cornborer
Sugar Cane Insects
Wheat Stem Sawfly
White-Fringed Beetle

This subject reflects the technical phases of a program for the CONTROL of the citrus black fly; includes cooperation with Mexico.

See FRUIT FLIES for the research phases of this subject.

CITRUS BLACK FLY

1 Reports

* CLAIMS

This subject is for general use only. Do not use for material that can be classified under more specific subjects; as:

See PERSONNEL 16-1 for claims of injured employees

See ACCOUNTING 6 for payment of claims

*CLAIMS

*COMMITTEES

This subject is for GENERAL use only. Do not use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES 7-2 for Boards of Surveys.

Optional arrangement: case file as needed.

*COMMITTEES

- 1 Memberships
- 2 Reports (To include minutes of committee meetings)

* COMMUNICATIONS

This subject pertains to material regarding all types of communication facilities and services, including procedures and methods of handling mail, telegrams and correspondence; installation of telecommunication facilities, systems, etc.

* COMMUNICATIONS

- 1 Inter-Office and Public Address systems
- 2 Mail and Correspondence
 - 2-1 Addresses
 - 2-2 Postage
 - 2-3 Postal Laws and Regulations (Includes Penalty Privileges)
 - 2-4 Procedure (Includes Preparation of correspondence
 - 2-5 Referred Letters
 - 2-6 Registered, Insured and Special Delivery
- 3 Messenger Service (Includes U. S. Official Mail and
Messenger Service)
- 4 Radio
- 5 Telegrams, Teletypes and Cablegrams
- 6 Telephones
 - 6-1 Installation and Use
 - 6-2 Lists and Directories (Includes Individual Telephone Numbers)
 - 6-3 Toll Calls
 - 6-4 Translations

* CONTRACTS

This subject is for GENERAL use only. Do not use for material that can be filed under more specific subjects, as:

See EQUIPMENT AND SUPPLIES 4-11 for contracts for the procurement of supplies and equipment.

*CONTRACTS

CONTROL INVESTIGATIONS

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations on the physiology and toxicity of insects and development of methods of control for insect pests and plant products under quarantine regulations. The work projects involved in this program are listed with this primary subject. The titles of these work projects shall be used as primary subjects in developing a Subject List in the Division responsible for this function.

CONTROL INVESTIGATIONS

1 Reports

Work Projects

Airplane Disinfection
Behavior and Physiology
Biological Tests
Insecticidal Effects (on parasites and predators)
Methods of Application (Insecticides)
Methods of Treatment (Plants and Commodities)

* COOPERATION

This subject pertains to policies, procedures and agreements concerning cooperative relationships with individuals, states, or organizations.

This subject may be established as a secondary subject under primary headings and may also be used to case file agreements or memoranda of understanding and related correspondence and supporting documents, as:

WHITE-FRINGED BEETLE

1 Cooperation

(Alabama)

* COOPERATION

1 Cooperative Agreements and Memoranda of Understanding

1-1 Commercial

1-2 Federal Agencies

1-3 State Agencies or Institutions

COTTON INSECTS

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations of the habits, the development and determinations of control methods for insect pests attacking cotton plants. The work projects involved in this program are listed with this primary subject. The titles of these work projects shall be used as primary subjects in developing a Subject List in the Division responsible for this function.

See PINK BOLLWORM for the CONTROL phases of this subject.

COTTON INSECTS

1 Reports

Work Projects

Boll Weevil
Bollworm
Pink Bollworm
Aphid
Fleahopper (and related insects)
Plant Bugs
Miscellaneous cotton insects (leafworm, thurberia weevil, etc.)
Control Investigations
Equipment Development (for application of insecticides for control of Boll Weevil, etc.)
Control Factors (Research on Cotton Insects to determine fundamental control factors)

DUTCH ELM DISEASE (Control)

AMERICAN FIELD OF DUTCH ELM DISEASE CONTROL

AMERICAN FIELD OF DUTCH ELM DISEASE CONTROL

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AMERICAN FIELD OF DUTCH ELM DISEASE CONTROL

* EDUCATION (TRAINING)

This subject pertains to schools, colleges and other educational or training facilities for NON-FEDERAL employees. See PERSONNEL for FEDERAL EMPLOYEES

* EDUCATION (TRAINING)

- 1 Fellowships
- 2 Schools
- 3 Special Training Programs
- 4 Standards

* EMPLOYMENT

This subject pertains to the employment of NON-FEDERAL personnel only.

See PERSONNEL for matters pertaining to Federal employees.

* EMPLOYMENT

1 Labor

1-1 Laws

1-2 Strikes

2 Positions (Includes endorsement by Government Officials)

3 Unemployment

4 Wages; Wage Rates

* EQUIPMENT AND SUPPLIES

This subject pertains to procurement, utilization, management and disposal of equipment, supplies and materials except:

See BUILDINGS AND GROUNDS for material pertaining to acquisition, management or disposition of buildings and grounds.

See VEHICLES for all matters pertaining to vehicles.

* EQUIPMENT AND SUPPLIES

- 1 Classification
- 2 Distribution
 - 2-1 Allocation, Assignment and Rationing
- 3 Maintenance and preservation
 - 3-1 Repair and Painting
- 4 Procurement
 - 4-1 Authorization
 - 4-2 Bonds
 - 4-3 Catalogs, Price Lists and Schedules
 - 4-4 Discounts
 - 4-5 Inspection and Testing
 - 4-6 Open Market
 - 4-7 Priorities and Expediting
 - 4-8 Purchase Orders
 - 4-9 Rental of Equipment
 - 4-10 Requisitions
 - 4-11 Specifications, Bids and Contracts
 - 4-12 Tax Exemptions

EQUIPMENT AND SUPPLIES (Continued)

- 5 Property Accountability
 - 5-1 Inventories and Identifications
 - 5-2 Loans and Exchanges
 - 5-3 Loss and Theft
 - 5-4 Property Passes
 - 5-5 Receiving Documents (Receiving reports, memorandum receipts, etc.)
- 6 Storage
- 7 Surplus, Salvage and Conservation
 - 7-1 Acquisition
 - 7-2 Boards of Survey
 - 7-3 Declarations
 - 7-4 Disposals
 - 7-5 Excess Lists
 - 7-6 Sales Authorization
 - 7-7 Transfer
- 8 Utilization

FOREIGN PARASITES

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations and importations of the natural enemies of insect pests in foreign countries.

FOREIGN PARASITES

1 Reports

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations of the insects which injure forest, shade and ornamental trees and shrubs, and forest products. The work projects involved in this program are listed with this primary subject. The titles of these work projects shall be used as primary subjects in developing a Subject List in the Division responsible for this function.

FOREST INSECTS

1 Reports

Work Projects

Barkbeetles
Boring and Sucking Insects
Forest Product Insects
Insect Vectors (of forest tree diseases)
Spruce Budworm

* FORMS

This subject pertains to form: design, standardization, revision, clearance, control, supply and issuance.

* FORMS

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations on the biology and methods of controlling the Mexican fruit fly and citrus black fly.

See CITRUS BLACK FLY and MEXICAN FRUIT FLY for the control phases of this subject.

FRUIT FLIES

- 1 Citrus Black Fly
- 1-1 Reports
- 2 Mexican Fruit Fly
- 2-1 Reports

FRUIT INSECTS

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations on the development for control measures for insects affecting fruits, fruit trees, nuts, grapes and small fruits. The work projects involved in this program are listed with this primary subject. These work projects shall be used as primary subjects in developing a Subject List in the Division responsible for this function.

FRUIT INSECTS

1 Reports

Work Projects

Codling Moth
Hall Scale
Insects and Virus Diseases
Japanese Beetle
Nut Insects
Oriental Fruit Fly
Oriental Fruit Moth
Pome Fruit Insects (Insects attacking apple, pear
and quince)
Small Fruit Insects (Includes grape insects)
Stone Fruit Insects (Insects attacking peach,
plum, and cherry-except
Oriental Fruit Moth)
Subtropical Fruit Insects (Citrus fruits)

GOLDEN NEMATODE

This subject reflects the technical phases of a program to CONTROL and prevent the spread of the golden nematode.

GOLDEN NEMATODE

1 Reports

This subject reflects the technical phases of a CONTROL PROGRAM for the protection of crops from grasshoppers, Mormon crickets and chinch bugs.

See CEREAL AND FORAGE INSECTS for the research phases of this subject.

GRASSHOPPER AND MORMON CRICKET

1 Reports

GYPSY AND BROWN-TAIL MOTHS

This subject reflects the technical phases of a program to CONTROL and prevent the spread of the gypsy and brown-tail moths.

GYPSY AND BROWN-TAIL MOTHS

1 Reports

HOUSEHOLD INSECTS (Includes Insects in Dwellings and Industrial Establishments.)

* INFORMATION

This subject pertains to the general informational activities of the Bureau, including the preparation, publication and distribution of published materials and the dissemination of information through the use of exhibits, graphics, films, recordings, etc. The file is intended primarily for correspondence - copies of publications and other bulk material should be maintained separately.

* INFORMATION

- 1 Agency Publications (Bulletins, Leaflets, Periodicals, Articles, etc.)
 - 1-1 Distribution - Mailing Lists
 - 1-2 Manuscripts
 - 1-3 Permission to Quote
 - 1-4 Sales
- 2 Directories (Except Telephone - See Communications 6)
 - 2-1 City
 - 2-2 Congressional
- 3 Exhibits
- 4 Films (Motion Pictures and Film Strips)
 - 4-1 Distribution - Requests
- 5 Graphics (Charts, Drawings, Posters, Maps, etc.)
- 6 Photographs (Still Photos, Slides, Kodochromes, etc.)
- 7 Press Releases and Radio Releases
- 8 Publications of Outside Organizations
 - 8-1 Newspapers and Clippings
- 9 Radio and Video Broadcasts
- 10 Recordings
- 11 Requests (Routine) for Information and Publication
- 12 Speeches, Lectures and Statements

INSECTICIDES

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations to develop better insecticides, attractants, repellents and material used with them. The work projects involved in this program are listed with this primary subject. The titles of these work projects shall be used as primary subjects in the Division responsible for this function.

INSECTICIDES

1 Reports

Work Projects

Insecticidal Plants
Synthetic Insecticides (organic)
Residues
Fumigants and Aerosols
Accessory Materials
Miscellaneous Compounds
Attractants and Repellents

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations on the taxonomy and classification of insects. The work projects involved in this program are listed with this primary subject. The titles of these work projects shall be used as primary subjects in developing a Subject List in the Division responsible for this function.

INSECT IDENTIFICATION

Work Projects

Hemiptera (Plant bugs, leafhoppers, scale insects,
aphids, white flies, etc.)

Coleoptera (Beetles)

Lepidoptera (Moths)

Orthoptera and Neuropterids (Grasshoppers,
crickets, roaches,
psocids, etc.)

Diptera (Flies, mosquitos, gnats)

Thysanoptera (Thrips)

Hymenoptera (Parasites, ants, wasps, bees, and
related groups)

Acarina and Ectoparasites (Mites, chiggers, fleas,
lice, etc.)

INSECT PEST SURVEY

*INVENTIONS

This subject pertains to discoveries and inventions; copyrights of articles or publications; applications for patents and trademarks for devices or materials developed by Bureau employees and associates. Also include agreements permitting use of patents.

Case files may be established, as required. File alphabetically by name of senior inventor or other appropriate classification.

* INVENTIONS

- 1 Patents, Copyrights and Trademarks
- 1-1 Applications
- 1-2 Permission to Use

* INVESTIGATIONS

This subject is for GENERAL use only. Do not use for material that can be filed under more specific subjects, such as:

See PERSONNEL 15-4 for personnel investigations.

* INVESTIGATIONS

JAPANESE BEETLE

This subject reflects the technical phases of a REGULATORY and CONTROL program to prevent the spread of the Japanese beetle.

See FRUIT INSECTS for the research phases of this subject.

JAPANESE BEETLE

1 Reports

* LAND AND WATER RESOURCES

This subject reflects the Bureau's participation in the Grasslands Program, Missouri River Basin Program and similar conservation activities.

* LAND AND WATER RESOURCES

This subject pertains to legislative proposals, copies of bills and resolutions, committee reports, hearings, etc. Do not use for material pertaining to plant quarantines.

* LEGISLATION

- 1 Claims and Litigations
- 2 Decisions, Opinions and Interpretations
- 2-1 Attorney General
- 2-2 Comptroller General
- 2-3 Solicitor
- 3 Executive Orders
- 4 Laws and Regulations
- 4-1 Code of Federal Regulations
- 4-2 Federal Register
- 4-3 Foreign
- 5 Legislative Proposals
- 5-1 Federal (File by House or Senate Bill or Resolution Number)
- 5-2 State and Territorial
- 6 Notaries

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations of insects pests injurious to man and animals and devises means for their destruction or control. The work projects involved in this program are listed with this primary subject. The titles of these work projects shall be used as primary subjects in developing a Subject List in the Division responsible for this function.

MAN AND ANIMAL INSECTS

1 Reports

Work Projects

Cattle Grub and Botfly

Fire Ants

Horse and Deer Flies

Lice, Mites and Fleas

Livestock Flies

Mosquitoes, Sandflies and Gnats

Ticks

Toxicological Effects (of insecticides, fungicides and herbicides on plants and animals)

This subject is for the general use only. It should be established as a secondary subject under the primary heading to which it pertains.

* MANUSCRIPTS

* MEETINGS

This subject pertains to meetings, conferences, congresses, conventions, etc. Do not use for material that can be filed under more specific subjects. File alphabetically by name of the meeting. See COMMITTEES for material pertaining to committee meetings.

* MEETINGS

- 1 Engagements, Invitations
- 2 Inter-Agency
- 3 Intra-Agency (File by Area, Organizational Unit, etc.,
as required.)
- 4 International
- 5 Reports (To include minutes of meetings)

This subject reflects the technical phases of a program for the CONTROL of the Mexican fruit fly; includes cooperation with Mexico.

See FRUIT FLIES for the research phases of this subject.

MEXICAN FRUIT FLY

1 Reports

This subject pertains to the Bureau's activities and contributions to the National Defense Program.

* NATIONAL DEFENSE

- 1 Civil
- 2 Conservation of Resources
- 2-1 Essential or Raw Materials
- 3 Construction and Housing
- 4 Foreign Economic Cooperation
- 5 Industrial Mobilization
- 6 Manpower
- 7 Military
- 8 Price Control
- 9 Production Control
- 10 Wage Stabilization
- 11 Reports

* ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances (Policy and Procedural orders,
Circulars, Memoranda and Manuals.)
- 2 Improvement Program
- 2-1 Suggestions and Honor Awards
- 2-2 Surveys and Studies
- 3 Inspections (Field)
- 4 Establishment, Reorganization and Liquidation
- 4-1 Decentralization and Dispersal
- 4-2 Functions - Delegations
- 4-3 Internal (File by name of organizational unit as required.)
- 4-4 Other Federal Agencies
- 5 Programs and Plans (General Only. Do not use this subject for
material that can be classified under more
specific subjects.)
- 6 Procedures and Methods

* PERSONNEL

This subject pertains to all phases of personnel administration, including policies, programs, procedures, regulations, etc. Do not use for any papers involving status or service record of an employee. Such papers should be included in the designated "Official Personnel Folder". See Civil Service Handbook S812, "Basic Personnel Records and Files System for Federal Agencies."

* PERSONNEL

- 1 Appointing Authority (To include delegated authority and employment under L/A.)
- 2 Citizenship
- 3 Classification, Duties and Salaries
- 3-1 CSC Post Audits
- 3-2 Job Description
- 3-3 Standards
- 3-4 Wage Rates - Salaries
- 4 Conduct
- 4-1 Commendations
- 4-2 Complaints, Charges, Debts
- 4-3 Disciplinary Actions
- 5 Contributions (Solicitation of Funds) (File by title of campaign or organization as necessary.)
- 6 Court Attendance - Jury Duty
- 7 Detail of Employees
- 8 Efficiency Ratings (performance ratings)
- 8-1 Appeals
- 8-2 Instructions
- 8-3 Reports

PERSONNEL (Continued)

- 9 Employee Relations and Activities
 - 9-1 Awards and Citations
 - 9-2 Blood Donors
 - 9-3 Clubs and Societies
 - 9-4 Counseling
 - 9-5 Credit Union
 - 9-6 Grievances
 - 9-7 Health
 - 9-8 Political Activities
 - 9-9 Recreation and Welfare
 - 9-10 Unions
- 10 Identification Cards (Do not use for building passes or security identification - See Buildings and Grounds or Security)
- 11 Military Service
 - 11-1 Preference
 - 11-2 Selective Service and Training
- 12 Policies and Procedures
 - 12-1 Agency
 - 12-2 Dismissal on Account of Heat, etc.
 - 12-3 Fair Employment Practices
 - 12-4 Hours of Duty
 - 12-5 Leave - Holidays
 - 12-6 Outside Work
 - 12-7 Overtime (To include authority to approve)
 - 12-8 Personnel Ceilings
- 13 Promotions and Demotions

PERSONNEL (Continued)

- 14 Records and Reports
- 15 Recruitment (To include appointments)
 - 15-1 Applications and Endorsements
 - 15-2 Certification - CSC
 - 15-3 Examinations and Tests
 - 15-4 Investigations (Non-Security)
 - 15-5 Qualifications
 - 15-6 Re-Employment (Reinstatement)
 - 15-7 Schools and Colleges
- 16 Safety
 - 16-1 Accidents (Case file by name of Employee)
 - 16-2 First Aid
 - 16-3 Inspections and Instructions
- 17 Separations
 - 17-1 Exit Interviews
 - 17-2 Reduction-in-Force
 - 17-3 Removal for Cause
 - 17-4 Resignations
 - 17-5 Retirements
- 18 Training
 - 18-1 In Service
 - 18-2 Orientation
- 19 Transfers
- 20 Wage Rates

This subject reflects the technical phases of a program for the CONTROL and ERADICATION of the phony peach and peach mosaic diseases.

PHONY PEACH AND PEACH MOSAIC

1 Reports

PINK BOLLWORM

This subject reflects the technical phases of a program for the CONTROL of the pink bollworm and thurberia weevil; includes cooperation with Mexico and wild cotton eradication.

See COTTON INSECTS for the research phases of this subject.

PINK BOLLWORM (Includes wild cotton eradication)

1 Reports

PLANT QUARANTINES

This subject reflects the technical phases of a REGULATORY PROGRAM for the enforcement of plant quarantines and regulations prohibiting or restricting the movement of plants or plant products,

PLANT QUARANTINES

- 1 Laws and Regulations (Case file alphabetically by title of quarantine; include all regulations, correspondence and related documents)
- 1-1 Proposed Legislation
- 2 Enforcement
- 2-1 Entry Inspection and Treatment
- 2-2 Export Certification and Inspection
- 2-3 Domestic Interception and Inspection
- 3 Violations

* PUBLIC RELATIONS

This subject pertains to GENERAL phases of public relations only. See COOPERATION for material involving relationships with organizations on a formal basis.

* PUBLIC RELATIONS

- 1 Commendations, Congratulations and Greetings
- 2 Criticisms and Complaints (General Only. Do not use for material that can be classified under more specific subjects.)
- 3 Petitions and Resolutions
- 4 Introductions
- 5 Representatives and Visitors

* RECORDS MANAGEMENT

This subject pertains to policies, procedures and systems for handling, filing, maintaining and disposing of records.

* RECORDS MANAGEMENT

- 1 Certified Copies
- 2 Disposition
 - 2-1 Disposal (Destruction, Sale, or Transfer to Non-Federal Organization)
 - 2-2 Inventories
 - 2-3 Reports
 - 2-4 Transfer to Federal Records Center
 - 2-5 Transfer to National Archives
 - 2-6 Transfer between Federal Agencies
 - 2-7 Transfer within Federal Agency
- 3 Filing Systems and Procedures Manual
- 4 Management
 - 4-1 Surveys
- 5 Microfilming

* REFERENCE LIBRARY

This subject is to provide for the filing of NON-RECORD, REFERENCE material when such material is maintained in filing equipment.

Library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of reports and documents preserved only for convenience of reference, and stocks of publications and of processed documents fall into this category.

*REFERENCE LIBRARY

* REPORTS

This subject is for general use only. It should be established as a secondary subject under the primary heading to which it pertains.

* REPORTS

* REQUESTS FOR INFORMATION

Requests for information and publications and replies thereto should be filed under this primary heading; file alphabetically by name of requestor.

This subject also appears under the primary heading INFORMATION; this is for the specific use of the Office of Information.

* REQUESTS FOR INFORMATION

This subject pertains to the safeguarding of information and material, which, in the best interests of National Defense and safety should not be disclosed to unauthorized persons.

* SECURITY

- 1 Buildings and Equipment (Protection)
- 2 Communications and Records
 - 2-1 Classification and Reclassification
 - 2-2 Cryptography
 - 2-3 Disposal
 - 2-4 Filing and Storage
 - 2-5 Transmission and Receipt
 - 2-6 Use and Release of
- 3 General Policy, Regulations and Procedures
- 4 Information and Publications
 - 4-1 Censorship
 - 4-2 Classification and Reclassification
 - 4-3 Use and Release of
- 5 Personnel
 - 5-1 Identification
 - 5-2 Investigation and Clearance
 - 5-3 Loyalty Review
 - 5-4 Orientation
- 6 Reports and Data
- 7 Violations

STORER PRODUCT INSECTS (RESEARCH

(RESEARCH) 47 117 *

* SURVEYS (Insect)

This subject is for general use only. It should be established as a secondary subject under the primary heading to which it pertains.

* SURVEYS (Insect)

SWEET POTATO WEEVIL

This subject reflects the technical phases of a program for the CONTROL and ERADICATION of the sweet potato weevil.

See TRUCK CROP and GARDEN INSECTS for the research phases of this subject

SWEET POTATO WEEVIL

1 Reports

* TRANSPORTATION

This subject pertains to the shipment and routing of equipment, materials and supplies.

* TRANSPORTATION

- 1 Freight and Express
- 1-1 Bills of Lading
- 1-2 Rates and Traffic
- 1-3 Claims
- 1-4 Personal Effects

* TRAVEL

This subject pertains to the travel of employees or others on official business, including policies, procedures and regulations.

Case files by name of traveler may be established as required and may be accomplished by writing the name of the traveler as part of the file designation, thus:

TRAVEL
Brown, Harry

* TRAVEL

- 1 Advance of Funds
- 2 Attendance at Meetings
- 3 Authorizations
- 4 Entry (Customs Courtesies, etc.)
- 5 Foreign (Includes Passports, Visas, etc.)
- 6 Itineraries and Reservations
- 7 Policies and Regulations
- 8 Privately Owned Vehicles
- 9 Transportation Requests

This subject reflects the scientific phases of a RESEARCH PROGRAM relating to investigations of the habits, the development and determination of control methods for insect pests attacking garden crops and plants. The work projects involved in this program are listed with this primary subject. The titles of these work projects shall be used as primary subjects in developing a Subject List in the Division responsible for this function.

TRUCK CROP AND GARDEN INSECTS

1 Reports

Work Projects

Bean Insects
Cole Crop Insects
Onion Insects
Pea Insects
Potato Insects
Sweetpotato Weevil
Tomato Insects
Seed Crop Insects
Vegetable Insecticides
Sugar Beet Insects
Wireworms
Tobacco Insects
Stored Tobacco Insects
Greenhouse Ornamental Plant Insects
Mushroom Insects
Melon Insects
Celery Insects
Seed-corn Maggot

* VEHICLES

This subject pertains to acquisition, utilization and disposition of airplanes, automobiles, trucks, motorcycles and other vehicles, including policies, procedures and authorities for their use. Include also material regarding the procurement, accountability, use and disposal of tires and tubes.

* VEHICLES

- 1 Accidents (Except Claims of Injured Employees - See PERSONNEL 16-1)
- 2 Assignment and Use (Policies and Regulations, Authority to Use)
- 3 Credit Cards
- 4 Inspection
- 5 License Plates (Auto Tags)
- 6 Loss, Damage and Theft (Except Accidents)
- 7 Maintenance and Repairs
- 8 Marking and Identifications
- 9 Permits to Operate
- 10 Procurement
- 11 Reports
- 12 Storage (Authority to store at private residence)
- 13 Surplus or Unserviceable
- 13-1 Disposal (Sale, Transfer or Loan)
- 14 Tires and Tubes
- 15 Titles

This subject reflects the scientific and operating phases of a program for the CONTROL and ERADICATION of the white-fringed beetle.

See CEREAL AND FORAGE INSECTS for the research phases of this subject.

WHITE-FRINGED BEETLE

1 Reports

WHITE PINE BLISTER RUST

This subject reflects the technical phases of a DEVELOPMENTAL and INVESTIGATIVE PROGRAM for the control of the white pine blister rust.

WHITE PINE BLISTER RUST

1 Investigative

1-1 Reports

2 Control

2-1 Reports

